

## CHARSFIELD PARISH COUNCIL

### Minutes of Meeting Held on Monday, 17<sup>th</sup> March 2025

**Present:** Councillors Pedgrift (Chair), Laird, Haird, Rixon, Crone, and Pam Hembra (Parish Clerk) and Viviane Ward (Clerk in Waiting)

**District Councillor:** Councillor Dan Clery

**Members of the Public:** 7

		<b>Action</b>
<b>1.</b>	<b>Apologies and Approval of Absence</b>	
	Councillors Moor and Youngman - approved	
<b>2.</b>	<b>Declarations of Interest</b>	
	None	
<b>3.</b>	<b>Approval of Minutes of the Minutes held on 20<sup>th</sup> January 2025 and Extraordinary Minutes of 10<sup>th</sup> February 2025</b>	
	Minutes were approved and signed by Councillor Pedgrift	
<b>4.</b>	<b>Progress Reports for Information or Matters Arising</b>	
	<ul style="list-style-type: none"> <li>- Three Horseshoes – Edward Bolton had written to inform us he was to put the pub up for auction in September. He had intimated there would be a reserve of £250,000.</li> <li>- The ditches at Mr Roberts had been inspected – Chair to contact SCC.</li> <li>- PSPO – not heard anything as yet – to chase up</li> </ul>	<b>Chair Chair</b>
<b>5.</b>	<b>Points from the public</b> – A chance for the public to raise matters of relevant interest.	
<b>6.</b>	<p><b>Reports</b></p> <p><b>County Council (full report available on request)</b></p> <p><b>District Council (full report available on request)</b></p> <ul style="list-style-type: none"> <li>- Devolution – Councillor Clery wanted to know our views. PC, like others in the district felt more information is needed.</li> <li>- Scrutiny Committee on Community Partnerships – Charsfield feels it is geographically in the wrong Partnership as it is a small rural parish and not being properly represented.</li> </ul> <p><b>Recreation Ground</b> – Parish Council purchased a storage box for use by the Tennis Club and the remainder of the outstanding donation has now been paid for this year.</p> <p><b>Village Hall</b></p>	

7.	<p><b>Community Energy Project</b> Feasibility money promised but no money received as yet.</p> <p><b>Proposed Solar Farm Letheringham/Kettleburgh</b></p> <ul style="list-style-type: none"> <li>- Seven Spar Farm and surrounding area will be heavily impacted if this goes ahead.</li> <li>- There is a letter from Natural England on the planning application website which gives good grounds for an Environmental Impact Assessment.</li> <li>- Community offered 10% stake (to include Woodbridge and Ipswich.</li> <li>- Support in principle for provision of solar power but would not commit at this stage.</li> <li>- PC has a lot of sympathy for Easton and Letheringham with many heritage sites like the Abbey and Godwins.</li> <li>- Try to negotiate to reduce acreage or keep away from houses.</li> <li>- Prime agricultural land.</li> <li>- Asked if the Parish Council would back this project.</li> <li>- PC to wait to see result of current consultations with ESC.</li> </ul>	
8.	<p><b>Emergency Plan</b> Nearly complete – awaiting flood group’s input. Send copy to S Moor. Awaiting response from school regarding use of school hall as reserve Rest Centre.</p> <p>Flood alert – CFAG working on designing a prototype flood gauge as nothing available off the shelf and EA not prepared to install.</p>	<b>Clerk</b>
9.	<p><b>Charsfield Flood Action Group – Steve Moor</b></p> <p><b>Full Report Available on Request</b></p> <ul style="list-style-type: none"> <li>- Essential maintenance – money to directly engaged contractor</li> <li>- No acknowledgement of letter to MP</li> <li>- Survey of Potsford Brook to be undertaken after 29<sup>th</sup> March by Amazi – Chair to contact Leigh Parrott and coordinate with farmers.</li> <li>- Highways – reply on reporting tool not very promising.</li> <li>- B1078 near garage – there is no capacity in the brook, if cleared the water just comes down faster. A lot of water is coming down from Mr Roberts and there is no ditch higher up to take it away. Need to hold water further up and then release slowly. Amazi’s survey should address this as well.</li> <li>- Bridges need to be improved.</li> <li>- Need to look at what small measures can be taken as well as long term strategy.</li> <li>- Charlie Smith ESC – chasing up £5k grants.</li> </ul>	<b>Chair</b>
10.	<p><b>Potsford Brook Water Quality Report – Peter Clitheroe</b></p> <p><b>Full report available on request.</b></p>	



	<p>13.4 Bank reconciliations were agreed and signed</p> <p>13.5 Pension Redecoration Renewed 22 January 2025 to declare no pension payments required. Needs to be renewed February 2028.</p> <p>13.6 Viviane Ward taking over as Clerk on 1<sup>st</sup> April. Agreed to continuing paying Pam Hembra during hand over period.</p>	
<b>14.</b>	<b>Approval for SALC Audit £183</b> SALC were approved to undertake this year's audit. Proposed by Councillor Pedgrift and seconded by Councillor Haird	
<b>15.</b>	<b>Village Hall Insurance - £1,250.55 (£1,050 in budget)</b> CAS policy with Ansvar to be paid. Meeting to be arranged with the Village Hall Management Committee to discuss future insurance.	
<b>16.</b>	<b>New Positive Duty to Prevent Sexual Harassment</b>	
	All employers have to take steps to prevent the above. PC have undertaken a Risk Assessment. Main risk identified as lone working. Need to have PC policy. NALC policy is rather large and for full time employees. Approach NALC re one pager. Progressing.	<b>Clerk</b>
<b>17.</b>	<b>East Suffolk Planning Alliance –</b> <ul style="list-style-type: none"> <li>- Representation needed on this committee – Councillors Crone and Rixon volunteered.</li> <li>- Westerfield Quarry Planning Application – Still under consideration by SCC.</li> </ul>	
<b>18.</b>	<b>Job Description for Clerk and Chair</b> To be discussed at next meeting.	
<b>19.</b>	<b>Grit Bin for junction of St Peter's Close</b> This is needed in new section where it goes downhill. Councillor Rixon to take responsibility. Councillor Pedgrift proposed and Councillor Rixon seconded.	<b>Clerk</b>
<b>20.</b>	<b>VE Day</b> Monday, 5 <sup>th</sup> May. Suggested a sing song and refreshments at the Village Hall Bar on 2 <sup>nd</sup> May.	
<b>21.</b>	<b>New Domain</b> All parish councils have been instructed to change websites to a gov.uk domain. The incoming Clerk and Garry Stratton also looking at improving the website/Friends of Charsfield email system.	
<b>22.</b>	<b>Training</b>	
	Viviane Ward has been booked on to three sessions of Parish Clerk Training on the SALC website. Clerk to send Councillor Youngman specific training dates for Councillors.	

<b>23.</b>	<b>CIL Funding £7,131.37</b>	
<b>24.</b>	<b>Telephone Kiosk</b>	
	<p>We are still trying to source a PIR solar powered light fitting which will not stay on at night.</p> <p>Children’s road safety competition posters to be displayed in kiosk and Chair to send note around asking if anyone else wishes to display anything. Village Historian also planning some exhibitions in kiosk.</p>	<b>Chair</b>
<b>25.</b>	<b>Parish Councillors Photographs and Profiles</b>	
	Reminder to Councillors for photograph and paragraph profile.	
<b>26.</b>	<b>Village Historian Update from John Fox</b>	
	<p>26.1 Churchyard - following detailed measurements, an outline plan is nearly complete of churchyard boundary and internal features (tree and monument positions) with the church itself correctly placed. Individual graves now need to be added and cross-referenced to earlier records (which lacked positional information).</p> <p>26.2. Initial plans made for a “Brief History of Charsfield” leaflet, similar style to the recently upgraded church leaflet.</p> <p>26.3. Contact via Ancestry website from a descendant of James and Mary Ann Leggett who lived and farmed in the mid-1800s at Hill and Pear Tree farms (additionally, Mary Ann’s parents owned Valley Farm). I am compiling from past researches the considerable information we hold on her ancestors to send to her, including the court case when James was sued by his brother-in-law.</p>	
<b>27.</b>	<b>Date of Next Meetings</b>	
	<p>Monday, 19<sup>th</sup> May 2025  Monday, 14<sup>th</sup> July 2025  Monday, 22<sup>nd</sup> September 2025  Monday, 17<sup>th</sup> November 2025</p>	
	The meeting closed at 9:30 pm.	